

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4156 **TITLE:** COUNTY SECURITY MANAGER **GRADE:** S-27

DEFINITION:

Under general supervision, develops and oversees the implementation of security plans/programs which meet the security goals and objectives of Fairfax County; manages contracted security services; develops security assessments as well as measures to counteract/mitigate risks; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class with county-wide responsibility.

ILLUSTRATIVE DUTIES:

Provides security planning advice to County management;
Develops, reviews and revises short- and long- range plans, guidelines, standards, policies and procedures to meet the security goals and objectives of the County;
Meets with County departments on a regular basis to review their current and future security issues and needs;
Conducts security inspections/surveys and prepares threat/security assessments of County facilities independently or in conjunction with County departments and/or security consultants and where appropriate, proactively implements measures to counteract/mitigate risks;
Participates in work place violence assessments with Risk Management;
Manages contractual security services throughout the County (ie. develops County contractual services plan and budget, evaluates contractor performance, approves payments, negotiates contract amendments and coordinates interface/communication between security firm (s) and County departments);
Develops, coordinates and implements county-wide employee training and awareness programs on security, workplace violence, non-violent crisis intervention and related topics;
Monitors major security incidents through regular communication with the Public Safety Communication Center;
Oversees management investigation of facility security systems breaches, facility system security threats, physical intrusions and other security incidents;
Chairs County Security Committee meetings, and is as a member of the Emergency Management Coordinating Committee, the Emergency Action Committee as well as other security committees and teams;
Coordinates security requirements for both County sponsored activities/events and privately sponsored activities/events held at County facilities;
Liaisons with various external groups including neighboring jurisdictions, federal and state agencies business partners and professional associations to respond to inquiries, exchange information on product and service innovations and to keep current on trends and developments in the security area.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of security standards and technologies as well as the application of physical security through environmental design, principle and technique;
Knowledge of crime and violence prevention in the workplace;
Ability to conduct security surveys and risk assessments;
Ability to develop and implement long and short term security plans as well as the ability to develop measures to counteract/mitigate specific security risks;
Ability to manage contracted security services and consultants in the security field;
Ability to effectively coordinate a variety of security related activities;
Ability to effectively consult with management on security issues;
Ability to communicate effectively, both orally and in writing;
Ability to establish good working relationships with department/agency management, other organizations, etc;
Ability to develop business continuity and emergency preparedness plans.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:
Graduation from an accredited college or university with a bachelors degree in business administration, law enforcement or related field; PLUS
Four years of professional experience in security or a related field.

CERTIFICATES AND LICENSES REQUIRED:

Certification by the American Society of Industrial Security (ASIS) as a Certified Protection Professional (CPP) or its equivalent granted by another industrial security professional society or association.

ESTABLISHED: December 20, 2001